

Your Name  
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99 Example Street, Example Town, EX4 3PL

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### Personal Statement

Here you should take a few lines, not a few paragraphs (save that for the cover letter) to quickly outline your interest in the role and why you'd be a good fit. Do not list your skills here as they will be more relevant to employers searching for your CV within a job role listed under "WORK EXPERIENCE". Try and direct your words in your personal statement to reflect the skills asked for in the job. If it is asking for an ambitious and degree educated Manager you may want to start you CV with this.....Avoid sweeping statements that can not be supported.

The aim is to highlight your professional attributes and goals, summarising why someone should consider your application.

### Career History

**Job Title – Dates of Employment** (date format should be Month YYYY e.g. November 2011 – May 2012)

Company Name - [www.examplelink.co.uk](http://www.examplelink.co.uk)

Location

It is very important to include your **dates of employment** regardless of whether you are still in the job you have listed. This is because CV Searches will use these dates as well as the skills obtained/utilised in this time period to determine if you're what an employer is looking for.

### Responsibilities:

- Provide responsibilities and duties, remembering the detail in your job specification will help
- Try to avoid soft terms like "high energy" and aim for skills used within the role – such as **"programming using C++, Excel Word, CNC operative**
- Provide enough information to entice your potential employers to call you
- Always keep examples relevant to the role you are applying for and include experience you have that appears in the job specification

### Key achievements

- List key achievements within a role and try to highlight the skills used to obtain your goal
- e.g increase sales by 120% or trained a team to become the most successful in their field, or exceeded deadlines 98.9% when prior to this the attainment was 80%
- Won employee of the year

**Reason for leaving** – (Optional) Employers are always interested in why you are leaving a job but be guarded with how much information you give.

### Job Title – Dates of Employment

Company Name - [www.examplelink.co.uk](http://www.examplelink.co.uk)

Location

For older jobs you should keep the details slightly shorter, remembering to include your dates of employment and key skills obtained/applied to achieve your goals.

### **Responsibilities:**

- Try to avoid cliché phrases that don't differentiate you as a candidate like "self starter" very "motivated"
- Always tailor your CV for each job application to match the requirements
- Try not to waffle if you feel like you don't have much to write in this area. Succinct to the point CVs will be preferred as they are quick to read and won't be generic

### **Key achievements**

- List key achievements within a role and try to highlight the skills used to obtain your goal

### **EDUCATION**

If you are looking for your first job and do not have much or any work experience at this point – do not fret. Expand on your education responsibilities and apply them to real life scenarios so an employer has an understanding of what you have achieved and the means used to get these achievements.

#### **BA (Hons) 2:1, Subject Name - September 2008 - June 2012.**

University of Example-town

- You can help sell yourself with a few bullet points on what were some of your goals and achievements during your time at university
- If any skills were learnt that relate to the job you're applying for, it would be a good idea to mention those to further align yourself with their criteria

#### **A-Levels, June 2006 – June 2008**

College Name,  
Location

Business Studies:    A  
Maths:                    A  
Chemistry:            B

#### **GCSE's, June 2003 – June 2008**

College Name,  
Location

English:                    B  
Maths:                    A  
Physics:                   A  
Chemistry:                B  
Biology:                    B

### **PERSONAL INTERESTS or other information**

Feel free to list these out in bullets or in a table. If you lack experience for a role that you are deeply passionate about, you may want to mention how you use your spare time to pursue this passion. Be it in reading around the subject matter or expanding your technical skills.

- Employers still like to see if you have achieved Duke of Edinburgh, or are a member of a sports club, have achieved first aid qualifications or have specific hobbies but please be warned Interests must not include: Socialising, family or eating out (unless it is a specific culinary interest) these are not interests but a part of every day life

### **REFERENCES – available on request**